

Second visit to Sierra Army Depot for Commanding General of Army Materiel Command

Gen. Benjamin S. Griffin, Army Materiel Command, Commanding General, made his second visit to Sierra last month. He was accompanied by Command Sgt. Maj. Daniel K. Elder and Lt. Col. John Ferrari, Aide-de Camp.

Griffin and party landed at Sierra's Amedee Army Airfield where he was met by Lt. Col. Brian Butler, SIAD Commander, Mr. Vincent Sabatino, deputy to the Commander, SIAD, and members of the SIAD staff.

Immediately following his arrival, GEN Griffin was given a briefing concerning the progress of the Amedee Army Airfield expansion project, and a US Air Force Airfield Seizure and Opening exercise that was conducted at SIAD on May 14-25.

During his tour of the depot, Griffin visited and observed railhead operations as depot personnel received M1A1 tanks in support of the long-term storage mission, trailer reset operations, AJ1/NAMI Reverse pipeline operations, generator reset production, and outdoor storage and care of supply in storage operations in support of USAMMA and TACOM Life Cycle Management Center customers.

Griffin took a personal interest in meeting and talking with as many depot employees as time would allow. He was particularly interested in their ideas concerning technology that could be inserted in their particular work centers to improve efficiencies, and made a point of stressing the importance of embracing LEAN concepts in order to increase capacity, attract new customers,



Photo by Lori McDonald

During a tour of the NAMI operation, Gen. Griffin stopped to have Allison Stokes provide him a demonstration from beginning to end on how receipts are inputted into the SARS system for the SWA return material. Throughout the tour, Griffin asked employees what would help people in their daily duty to improve efficiency.

ers, and provide quality products to customers at a reasonable cost.

Griffin remarked he was satisfied with what he saw during the depot tour, and is convinced the depot's long-term value to the Army lies in our potential to expand our current combat and tactical vehicle storage mission and NAMI Reverse Pipeline operations.

He intends to use SIAD as the Army's consolidation and redistribution point for excess supplies and equipment returning from SWA. He indicated that he sees this as a multi-year effort that will increase the volume of receipts and issues at SIAD significantly over the next year.

SIAD will need to assist AMC in defining parameters concerning tasks that should be performed in theater prior to the shipment of assets to the depot, and inventory control requirements (i.e., recommendations for the

disposition of dormant stocks, dollar value thresholds for the retention of items, etc.) that need to be in place to ensure success.

Prior to Griffin's departure, he told Butler that he was very impressed with what he saw concerning infrastructure, programs in progress, potential for future workload, and the quality of our workforce. He stated that he has confidence that we are on the right track with regard to LEAN/Six Sigma implementation, and that he is pleased with the amount of attention the depot leadership is paying with regard to safety programs and continuous improvement.

VISION STATEMENT

To expand our capabilities and capacities to be the best value rapid deployment logistics platform to satisfy joint war fighters' materiel requirements during peacetime and national emergencies



Father's Day - June 18th

Commander's View

Summer is just around the corner and as the weather gets warmer and everything starts growing again, it is great to get outside and enjoy our surroundings. Whether you are mowing the lawn at home, enjoying a day of boating on the lake or at your work site in the outdoors, keep safety in mind. Remember that while you are participating in activities under the sun, drink plenty of water to prevent your body from dehydrating. We all look forward to going somewhere on our vacation and most of us will drive to that fun place. If you are driving anywhere, stay alert.

Over the past couple of months the AJ1 operation has been a hot topic within the Army Materiel Command. There is potential that the AJ1 operation could expand considerably within the next six months. We are currently working with the AMC Staff to determine the scope of work for this operation, to include the amount of material that would be shipped and



Lt. Col. Brian D. Butler

processed, the number of additional employees required to handle the increased workload, and the amount of storage space needed to accommodate these items. As more information becomes available, I will keep you informed through the Union and my column here in The Challenge.

The airfield project is still moving along. The project is scheduled to be sent out for request for proposals this month. Once a selection is made as to which contractor is awarded the project, construction should start sometime around the first part of October 2006 with a completion date of November 2007.

By now I am sure you have heard talk around the depot that I spent one day in the welding shop working beside your co-workers. This is something I will continue to do around the work sites. My intention is to learn how each operation works on a daily basis, the process that is followed when parts are requisitioned, and see some of the issues that arise within the work site at the shop floor level. My visits are in no way an evaluation, and I won't disrupt the flow of your work with meetings or briefings.

As always, I encourage all of you to continue to use my hotline number

COMMANDER (See Page 3)

Results from surveillance audit

By Puett L. Willcox

Logistics Management Specialist

As you may recall the Depot underwent a surveillance audit on April 18 & 19, 2006. The surveillance audit was conducted by Carrie Jones, Lead Auditor from Perry Johnson Registrars. Ms. Jones noted that the depot is on track for being one year into its certification.

The depot received four minor non-conformance reports that will require corrective action. We have 60 days from the final date of the surveillance audit to submit the corrective actions. As long as the auditor approves the corrective actions, we will retain our ISO Certification for another six months. No problems are foreseen at this time.

AUDIT (See Page 3)



The Union's Position: AFGE, Local 1808

This is a continuing article on the A-76 Process and where we are in the Process. Taken from OMB Circular A-76:

When a Standard Competition is Used

1. Under the Circular, an agency must use the standard competition process, if, on the start date a commercial activity is performed by:

- An aggregate of more than 65 full time employee's and/or any number of military personnel.

- Or, if the agency's tender (i.e., bid) will include an aggregate of more than 65 FTE's.

2. As covered in a previous chapter, the agency has the option, in the case of 65 or fewer FTE's, of whether or not to use a streamlined or standard competition process. However, in cases of more than 65 FTE's, the agency is obligated to use the standard.

What is a Standard Competition?



Jim Swistowicz, President

1. In a standard competition, the cost of performing the work using federal employees is compared to the cost of hiring contractors to perform the work. The comparison is made using one of several different methods outlined in Chapter 12.

2. The cost of performing the work using federal employees is based on an estimate of costs if the in-house structure was redesigned to be more efficient. This restructuring plan is called

the Most Efficient Organization ("MEO") and is discussed in Chapter 10.

3. The cost of hiring contractors to perform the work is based on actual contractor bids submitted in response to a solicitation issued for the competition.

Time Limitation

1. A standard competition shall not exceed 12 months from public announcement (start date) to performance decision (end date) unless the Competitive Sourcing Official (CSO) grants a time limit waiver.

2. Before the public announcement of each standard competition, the CSO may grant a time limit waiver, in writing, allowing a specific standard competition to exceed the 12 month time limit by no more than 6 months, for a maximum of 18 months from public announcement (start date) to performance decision (end date). The CSO may only grant a time limit waiver if the

CSO (a) expects the standard competition to be particularly complex; (b) signs the time waiver before the public announcement; and (c) provides a copy of the time limit waiver to the Deputy Director for Management, OMB.

3. If an agency exceeds the time limit, including any extensions, the CSO must notify the Deputy Director of Management, OMB in writing of this failure to meet the timeline.

The Performance Work Statement (PWS) Team

1. A Performance Work Statement (PWS) is a statement in the solicitation that identifies the technical, functional, and performance characteristics of the agency's requirements. The PWS describes the agency's needs (the "what"), not a specific method for meeting those needs (the "how"). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards, and

UNION (See Page 11)

The Challenge

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SIERRA ARMY DEPOT HAS WORKED 15 DAYS SINCE OUR LAST ACCIDENT



As of May 25, 2006

Look for this sign as you come through the main gate

Most hazardous location, occupation and injury for the month of June

Warehouse 304

General Support Worker

Slipping on Ice

COMMANDER:

(From Page 2)

(4249) if you have an issue or problem that you haven't been able to resolve through your chains of command. Remember: I can't help if I don't know!

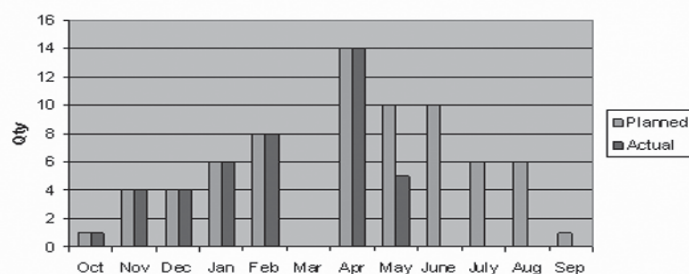
Thanks for everything you contribute to the success of Sierra. Let's get to work!

AUDIT: (From Page 2)

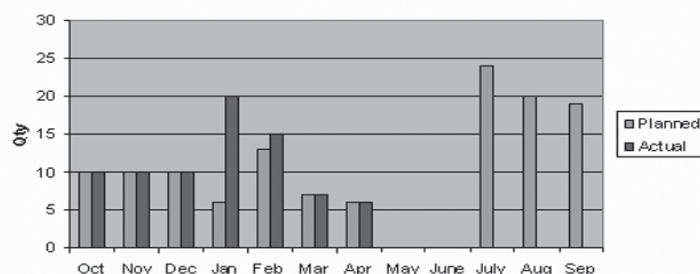
The ISO team would like to thank all departments that fall under the certification for their cooperation in the audit process. We will notify all departments about the scheduling for the next round of internal audits. It is essential that the Depot continue to improve on our quality processes to compete with other Depots and civilian businesses.

Sierra Army Depot Production Requirements As of May 26, 2006

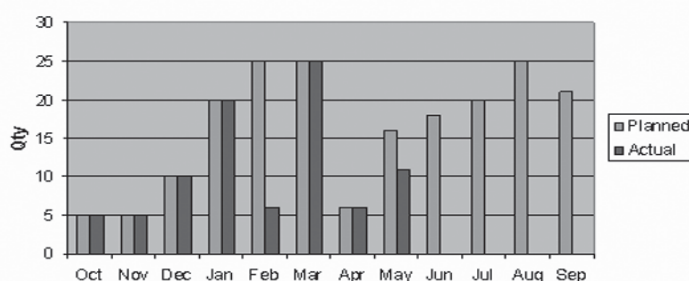
3K Reverse Osmosis Water Purification Units



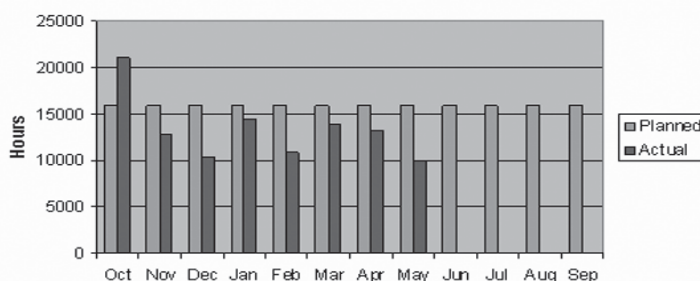
Forward Area Water Point Supply Systems



Generator Reset



AJ1



Understanding Contracting 101

Unauthorized Commitments

Sometimes it's very easy to overlook the most basic requirements associated with obtaining goods and services, especially when you are in a hurry. Here at the Depot, we are not immune to occasional instances where an individual makes an unauthorized commitment.

What's an unauthorized commitment? It's when a person that is not authorized to obligate government funds goes out and makes a purchase for the government. The only individuals that are authorized to obligate funds are contracting officers in the Contracting Office and a purchase cardholder that has an approved purchase



request in hand. An "approved" purchase request is one that has all of the approvals and has reached its final destination at the credit cardholder queue.

If you find yourself in a situation where you need something right away and there is no time to initiate a purchase request in PD² and get it through all of the approvals, we have emergency purchase procedures available that can be followed in order to avoid unauthorized commitments.

In many instances, unauthorized commitments involve the purchase of goods or services that are purchased by a government purchase cardholder (dollar value is under \$2,500).

If the end user or cardholder contacts the appropriate individuals to get advance approvals an unauthorized commitment can be avoided. You just need to make sure that you document the advance approvals (e-mail approvals work well, but if you call make sure that you document the approval).

If you have something that is valued over \$2,500 contact a Contracting Officer in the Contracting Office.

The Commander must ratify unauthorized commitments which must be processed through the person that made the unauthorized commitment, their Director, Staff Legal Office and Contracting Office. Bottom line — it's easier to obtain the pre-approvals then process the paperwork for an unauthorized commitment.

Always use your personal protective equipment, one day this can save your life

By Larry Gallego
Safety Specialist

Last week a friend's 9-year old daughter had to make a trip to the hospital. It seems that she had fallen off of her bicycle and clobbered the sidewalk with a considerable amount of enthusiasm. Fortunately, she was wearing her helmet, so her injuries were limited to a bit of road-rash on her shoulder and a really bad headache. Had she not been wearing the helmet, a severe head injury would have been certain. Her accident reminded me of my own bicycle accident which I'll describe in a minute.

The purpose of this article is to highlight the importance of properly wearing personal protective equipment during any activity that requires it. We know to wear it on the job: our books and technical data say we must. But sometimes, off duty, we overlook obvious risks.

And now, back to my accident. I was riding my ten-speed bike to work before sunrise. I had a work-

ing front headlight, a reflective belt, a reflective vest and most importantly, a helmet. As I came down the main road on base, I approached an intersection where the lanes of traffic did not have a stop sign. Moving along briskly at a third of the national speed limit, I saw a black Honda nearing the intersection slow ever-so-slightly before the driver gunned the engine and drove through the intersection. This was bad for me, because I occupied the space that she tried to enter with her vehicle. I remember being angry, and as I rolled across the hood I took my anger out on her windshield wiper. Continuing, my anger was felt by her driver's side mirror, and on along the side of her car. Black Honda Down!

The accident occurred in front of the enlisted club where several emergency medical personnel were attending a quarterly awards breakfast. When they received the 911 call, they simply left their orange juice and bagels, and visited me on the pavement. My injuries consisted of minor scrapes and bruises but my

helmet was cracked in half! My cranium acknowledged this fact, and promptly thanked the deity of poly-acrylic or what ever the helmets are made of nowadays.

The moral to my story is plain to see. Possessing and properly wearing required personal protective equipment can save your life. Maybe not today, but time has a way of compounding interest, bad luck, and memories. And to throw caution to the wind and ignore your PPE is a controlled form of self-destructive behavior, which my doctor tells me is not good for you. During the remainder of the critical days of summer and the rest of the year, please remember to assess the risks, control the risks by using PPE, and only accept those risks that you can mitigate to a management level.

SIAD Commander guest speaker on Memorial Day

As the guest speaker for a Memorial Day celebration in Susanville, Calif., Lt. Col. Brian D. Butler, depot commander, spoke about how this day was to honor the Soldiers who have lost their lives defending our country from the Revolution to the Global War of Terror today. Butler also said that although these Soldiers are gone from us, they are not now, nor never will be forgotten. he left the audience with a saying that can be found on a memorial inside Arlington National Cemetery, "Not for fame or reward, not for place or rank, not lured by ambition or goaded by necessity, but in simple obedience to duty as they understood it, these men suffered all, sacrificed all, dared all and died."

Photo submitted by Lori McDonald



Safety Everyday... Even on Weekends !

By Larry Gallego
Safety Specialist

Understanding the bigger picture is critical to a successful safety program. How can you increase worker protection, and improve morale and productivity? By doing a better job. No matter how small the worksite, systematic methods for protecting workers can work for you. Below are the Seven elements to safety in the workplace for your use:

• **Commitment** – A successful safety program achieves and maintains a safe workplace. To accomplish this goal, you'll need to demonstrate your commitment to safety with as much energy as you would to any other important part of your job.

• **Accountability** – This links responsibilities to consequences. As a manager, supervisor, work leader, employee, you are responsible for making your work center safety program a success. "Passing the Buck" isn't an option.

• **Employee Involvement** – Effective safety programs involve employees who have a stake in the program's success. Be creative and come up with ways to involve them and make it fun.

• **Hazard Identification** – Before you can control hazards, you need to know what and where they are. There are many ways to identify them. You can find them by just walking around or even by doing a workplace risk assessment, or just by observing others.

• **Mishap Investigation** – Despite your best efforts, you may not be able to prevent all workplace mishaps or even the near misses. Many mishaps have preventable, but underlying causes. Examples include un-enforced policies, lack of Supervision, or inadequate training. By investigating all mishaps you reduce the chance that they'll happen again.

• **Education & Training** – Educate your employees. They need to know how to avoid hazards, how to recognize hazards, and how to control their exposure. The best way to accomplish this is education & training.

• **Evaluation** – Once a year, review your program's strengths and weaknesses. This is the only way to truly see how your program is doing. Gather all information that will help you accomplish this review.

FLAG DAY



June 14th



Photo by Lynn Goddard

Depot employees who volunteered for deployment in support of the operations in Afghanistan and Iraq were recognized by the Army Materiel Command when they were presented Civilian Campaign Pins by Lt. Col. Brian Butler, depot commander. Pictured back row, left to right, Warren Tuft, Kenneth Fanning, Leonard Dowdy, Jason Tong, Larry Cowan, Timothy Milligan, Robert Ray and William Robinson. Front row, John Bower, Steven Watkins, Vicente Untalan, Patrick Helmka, Diana Eakin and Lt. Col. Brian Butler.

Post Office boxes, safety and security for your mail

By Christine Olson
Herlong Postmaster

Some of us rent safety deposit boxes at our bank or financial institution. They provide security for our valuable possessions, and peace of mind for us.

For security, convenience and peace of mind concerning your mail, nothing beats a box at your local post office.

Security – Your mail is protected, under lock and key as well as by Federal statute.

Access – You can pick up your mail at your convenience, early, late, any time the post office lobby is open. Since most post offices are located near other businesses, you may want to get a jump on the day by receiving your mail at a post office box near where you work.

Anonymity – P.O. boxes let you receive important mail that is for your eyes only, or to keep your personal or business mail private. Only you have the key.

Stability – If you move often, or travel a lot, and need to establish one place where you receive your mail, then a post office box is the answer. Your mail is there when you return.

Flexibility – Expand your company without opening new offices. Apply for P.O. boxes in cities where you do business, and pick up your mail as you travel. You don't have to live in a community to get a post office box there.

Value – Boxes come in five different sizes, from 3 inches by 5 1/2 inches to 22 1/2 inches by 12 inches. Check with your local post office to see what sizes are available. You'll find the price to be reasonable,

too. Based on a customer's eligibility for carrier delivery service, a no-fee post office box may be available. Otherwise, the semi-annual fees range from \$13.00 to \$348.00, depending on the box size and the post office.

Post Office box delivery is a secure and private means of getting your mail. For more information, visit any post office.

Send funds the safe, convenient way with USPS money orders.

Whether you are sending money to loved ones or just paying a bill, the Postal Service can help you make the transaction fast, safe, convenient and economical.

Postal Service money orders are a safe, easy alternative to sending cash through the mail. They can be purchased at any post office, or from any rural letter carrier, and are available in values up to \$1000.

There is no expiration date, too,

regardless of how much time passes after their issuance. If your money order is lost or stolen, you can present your customer receipt to apply for a replacement.

Some smaller communities have a post office but no bank, so money orders are convenient for the sender and represent instant cash for the recipient, since they can be cashed at any of nearly 38,000 post offices nationwide.

International Money Orders are just as convenient, safe and affordable. While the maximum value is set by the destination country, generally they can be valued up to \$700.

For more information, visit your local post office or log onto USPS.com and search for "Money Orders."





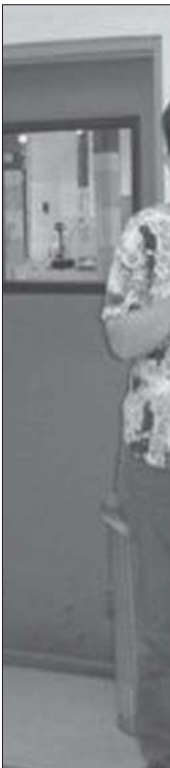
If it was not for the men and women of the Directorate of Information Management, the communication avenue throughout the depot would not function as properly as it does today. In order for this to happen, these folks are constantly driving back and forth to answer trouble tickets. These individuals were recently commended for their excellent driving record throughout the year without a single accident.



Has your government vehicle ever
someone to come and change the
Green drive to those isolated location
on their way. Olsen and Green were
depot commander for their zero drive



Making sure material is moved to or from a storage location is not always an easy task, doing it safely can be even more of a challenge. But a handful of men and women within the Mission Operations Directorate have proven the job can be done safely and without a single accident to their name. Congratulations on an accident free driving record.



Cemira Shaw received
certificate and
commander.

Photos by L...



er had a flat tire, you feel stranded and just want
e tire? Employees like Gerard Olsen and Wayne
ions to repair or replace the tire and get employees
ere recently recognized by the Safety Office and
iving accident this past year.



Linda Cady, Lead Computer Assistant, is all smiles as she receives a certificate and pin from Richard Lambert, director of Information Management, recognizing her 30 years of continued federal service.



receives her 30-year length of svrice
d pin from Lt. Col. Brian Butler, depot



The buildings on base are well cared for by the individuals within the Directorate of Base Support, Maintenance Division. however, since the buildings are located over 37,000 acres, the employees of this directorate cover much terrain to keep up the maintenance for our infrastructures. Congratulations to the men and women for their safe driving record this past year.

From the Desk of



Chris Graves

How to report a crime

When should you report a crime to the police and how do you contact the police? Although all of us hope we never need the police, we should know how to reach them. Any local Police emergency number is 911. The time to contact the police is as soon as you discover a crime has been committed, when you suspect a crime has been committed or when a crime is in the process of being committed. Whenever you observe suspicious events, even though you may not be the only person observing them, report the incidents to the local Police Department. Never think that the next person will make the call. Don't wait to talk it over with friends or neighbors. Valuable police response time is lost. If you are in doubt, call the police.

Do you have doubts about what is suspicious? It could be a stranger who enters your neighbor's home while your neighbor is away with no apparent lawful purpose. It could be someone carrying property such as TVs, radios, or stereos at an unusually late hour or in an unusual place. Other suspicious activity is the

sound of shattering glass, which could be the sign of a burglary or vandalism in progress. Anyone being forced into a vehicle could be the victim of a possible abduction.

How do you report a crime? Immediately call your local police. You will be asked for your name, address and phone number. This information is requested in case additional information is needed from you. However, you may remain anonymous and any information you provide is kept in confidence. An officer will take the necessary information from you and proceed with an investigation. Information that is needed by the police is what happened, where and when, and was anyone injured. Names or physical descriptions of any people involved are also helpful. Description includes facial features, kind of clothes and an age estimate. A description is needed of any vehicle involved, including color, model, year, and most important, license plate number. Be alert and observant! Features and physical descriptions you can remember can greatly assist police in the apprehension of criminals.

If you are reporting a crime such as a burglary, breaking and entering or theft, the police need as much information as possible about the property taken. This includes a list of the property, value and serial numbers. The police advise all residents and businesses to maintain an up-to-date record of the serial numbers of all appliances, tools, radio and TV sets, firearms and all other valuables. Keep detailed and accurate descriptions of all valuables including serial numbers. Whenever possible, inscribe or label your valuables with your driver's license number.

Sierra safety dawg says....

Spring is finally here!



It's time to start doing more outdoor activities and if we're not careful, along with these activities comes sunburn, heat stroke, sore muscles, and other issues if we don't prepare ourselves for these activities.

We need to consider easing our bodies into these activities so that we don't traumatize our bodies. We can ease into this in many ways, one of which is to WARM UP FIRST by starting activities slowly. Go at an even pace, slowly warm up your muscles, try stretching muscles before and after lifting or other activities, remember you're not in a contest.

It's very easy to get sunburn when you don't have a base tan after a long winter. Use sunscreens, sunglasses and protective clothing so you don't get severe burns from the sun. In addition it's cooling off in the evenings so take a light jacket or sweater along with you to use when temps drop.

The Dawg says beware of insects and critters coming out with warmer weather. You can encounter rattle snakes, black widows, scorpions, and fire ants, to mention a few. With all of the standing water we have this year the mosquito population is already growing. With more mosquitoes there is a greater chance of getting WEST NILE VIRUS. Last year in California there were 935 individuals infected of which 19 were fatal, 456 horses tested positive of which 200 died or were euthanized and lastly 3,046 dead birds tested positive. To reduce your risk of becoming sick, avoid mosquito bites, mosquito-proof your home and report dead birds to local health authorities.

Lastly the flea and ticks are out, they're biting and making me itch. How about hooking the Dawg up with a new flea collar to kill these fleas before they get to you!

Thank you, 

Russ Collier, Safety Dawg



June Birthdays

BERNABE ASUELO; GLENDA AZEVEDO; JEROME AZZANO; PATRICIA BALLARD; BILL BEDDINGFIELD; KIM BLISS; ROBERT BRENT; AMY BROONER; JESSICA BROONER; ALTON CARROLL; VICKY CHAFFEE; JOSHUA CHANDLER; JAE CROCKETT; LONNIE DEUEL; JOHN DOMINGOS; BILLY FIELD; CURTIS FOUN-

TAIN; JOHN GARLAND; ARTHUR GOMEZ; RICKY GOTCHER; RAUL GRANADOS; BRANDON GRESS; DONALD HASSENPLUG; ROBERT HERRICK; RICHARD HILL; SUSAN HOLLIDAY; REBECCA HOUDYSHELL; ROY JOHNSON; JANDY JONES; DAVID LANDRY; FREDDIE LANE; MERRY LESLIE; RANDY MABRY; RYAN MARINO; BARBARA MCGEE; ROGER MEURER; GERALD MODE; JANIS MOR-

BIRTHDAYS (See Page 9)

Hot topics of the month provided by Fire Inspector Ehrman

Some Fire Safety Facts For People Over 50

Each year, Approximately 1,100 Americans ages 65 and older die as a result of a home fire.

Compared to the rest of the population:

- People between 65 and 74 are nearly TWICE as likely to die in a fire.



- People between 75 and 84 are nearly FOUR times as likely to die in a fire.

- People ages 85 and older are more than FIVE times as likely to die in a fire.

Sitting in your favorite chair and having a cigarette after dinner seems to some like a great way to relax – But cigarettes and relaxing can be a deadly mix.

Falling asleep while smoking can ignite clothing, rugs and other materials used in upholstered furniture. Using alcohol and medications that make you sleepy compound this hazard.

Careless Smoking is the leading cause of fire deaths and the second leading cause of injuries among people ages 65 and older. Cigarettes when not properly extinguished continue to burn. When a resting cigarette is accidentally knocked over, it can smolder for hours before a flare – up occurs.

Before you light your next cigarette, remember:

- Never smoke in bed.
- Put your cigarette or cigar out at the first sign of feeling drowsy while watching television or reading.
- Use deep ashtrays and put your cigarette all the way out.
- Don't walk away from lit cigarettes and other smoking materials.

For more information on topics like this one contact: www.usfa.fema.gov/50plus.

Help stomp out fires 

Harry Ehrman, III
Fire Inspector

Indispensable tips for Word users - Part II

Advanced Tips

* **Instant AutoCorrect.** Right-click on a word that's flagged as misspelled to display the Edit shortcut menu. If Word has a suggested alternative, AutoCorrect will appear on the menu. Choose AutoCorrect and then select the correct version of the word from the submenu to create an AutoCorrect entry.

* **Effortless AutoText.** Save time by inserting AutoText automatically. Type an entry name and press [F3]. Or take advantage of Word's AutoComplete feature. Just open the Tools menu, select AutoCorrect, click the AutoText tab, and turn on the Show AutoComplete Tip For AutoText And Dates option. With this feature active, Word will show a ScreenTip after you begin typing an AutoText item. Just press [Enter] and Word will insert the item for you. (This feature works the same way with dates and days of the week.)

* **Marker display.** Work with paragraph markers and tab marks displayed. Simply click the Show/Hide ¶ button on the Standard toolbar. Displaying those normally hidden characters helps you avoid inadvertently deleting objects or changing formatting; it also helps you figure out funky alignment and extra white space problems.

* **Use AutoCorrect as a text expander.** You don't have to keep typing those long words or phrases you have trouble with. Come up with a three- or four-letter abbreviation for it and add it to AutoCorrect. For example, say you often need to type *Indianapolis*. Press [Alt][T] (to open the Tools menu) and press A to select AutoCorrect. Type *indy*, press [Tab], type *Indianapolis*, and press [Enter] twice. Now, any time you type *indy* followed by a space or any punctuation, Word will automatically "correct" that spelling and replace it with *Indianapolis*. You can save up to 255 characters in an AutoCorrect entry. (If you need more characters or you want to include pictures along with text, use AutoText instead.)

* **Clear a table.** If you need to delete the contents of all the cells in a table, just select the table and press [Delete] (not [Backspace]).

* **Display built-in styles.** When you create a document, Word starts you out with a handful of basic styles. If you need to apply a more specialized style, hold down [Shift] and click on the arrow beside the Style box on the Formatting toolbar. Word will expand the Style list to include all its built-in styles. Just select the one you need and Word will apply that style and add it to your document.

* **Quick table column total.** Performing addition in a Word table is simple. Click in an empty cell at the bottom of a column of numbers. Open the Table menu, select Formula, and press [Enter] to accept the default Sum function.

* **Styles as you go.** Define styles on the fly: Format a paragraph the way you want, type a name in the Style box on the Formatting toolbar, and press [Enter].

* **Quick field toggle.** Press [Alt][F9] to quickly toggle field code display on and off.

* **Add a border to a page.** To add a border to page, open the Format menu, select the Borders and Shading command, and click the Page Border tab.

* **Faster Go To.** Double-click the left end of the status bar to bring up the Go To tab so you can jump to an item in your document such as bookmark, a specific page, a table, a section, and so on.

* **Splitsville.** See two parts of a document at the same time by choosing Split from the Window menu and clicking to place the split bar where you want to divide the document window. Separate vertical scroll bars allow you to bring different portions of text into view—and you can set different view preferences for each pane (such as normal view in the top pane and outline view in the bottom). To restore the panes to a single window, just double-click the split bar or drag it beyond the top or bottom of the window.

* **Selective word count.** Need to know how many words, characters, paragraphs, or lines appear in a portion of a document? Just select the text you want to run the count on prior to choosing Word Count from the Tools menu.

* **Trim ragged text by turning on hyphenation.** When text contains many long words and your left and right margins are close to one another, your

right margin can look ragged. To help smooth out that edge, choose Language from the Tools menu, select Hyphenation, click in the Automatically Hyphenate Document check box, and click OK.

* **Copy formatting to more than one block of text.** To copy the formatting from the current word or paragraph, click the Format Painter button on the Standard toolbar and then select the word or block of text to which you want to apply that formatting. To copy the same formatting to more than one block of text, double-click on the Format Painter button. Then you can apply the formatting to several blocks of text. To turn off the Format Painter, just click the button again or press [Esc].

* **Jump quickly between documents.** If you work with a lot of open, overlapping documents, here's a quick way to cycle between them: Press [Ctrl][F6] to jump from one to the next; [Ctrl][Shift][F6] will jump you backward.

* **Insert and format symbols.** For instant access to thousands of special symbols, like foreign characters and wild and crazy icons, open the Insert menu, choose Symbol, and look through the selections available with different fonts and subsets of fonts. After you insert a special character or symbol, you can then select it and use [Grow Font] and [Shrink Font] on it.

* **Create a desktop shortcut to a document.** To create a document shortcut, first highlight some text to serve as a target in the document and click the Copy button. Next, minimize the Word window or drag it out of the way so you can see the Windows desktop. Then, hold down [Ctrl], right-click on the desktop, and choose Paste Shortcut. You'll probably want to change the shortcut name to something more meaningful. To do this, click on the shortcut to select it and then press [F2] to activate the label for editing. Type the desired name and press [Enter]. Close your document, clicking Yes to save your changes. You can even exit Word, if you want. Then, simply double-click on the desktop shortcut. Word will open the associated document, navigate to your target text, and select it.

BIRTHDAYS:

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ROW; WESTON MUSNICKI; JENNIFER O'HERN; DAVID OSBORN; MATTHEW OSUNA; HEAVEN OWEN; MERLE PAYTAS; CHRISTOPHER POWERS; VINCENT SABATINO; ALEXANDER SALSBERY; RAUL SANCHEZ; RICHARD SCHADE; THOMAS SCHOCK; CHRIS SHEETS; ALBERT SHOARS; DENNIS SHOEMAKER; MICHAEL SMITH; CHRISTOPHER SNEAD; EDWARD STOUTENBURG; MARK VANEBURGH; STEVEN WATKINS; JOHN WHITE; STEVEN YOUNG; ARTURO ZAPANTA

D.I.C.E. Man entertains employees with unique training technique for annual security training



Ray Semko, also known as the D.I.C.E. (Defensive Information to Counter Espionage) Man provided training once again to the employees at Sierra Army Depot. Semko keeps employees laughing while providing OPSEC training. Almost every day of the week, all year long, Semko is somewhere presenting his unique D.I.C.E. briefing in front of thousands of government employees and corporate business professionals throughout the world. (Photo provided by Lynn Goddard).

Youth Services monthly update corner

Summer camp programs

Alright it is that time of year again, and CYS has been busy planning an awesome summer for our camp youth. The 2006 CYS Summer Camp Programs for Kindergarten to 8th grade are going to be filled with many fun activities and adventures. We have two summer camps: School Age (SAS) Program which services youth grades K-5th and a Middle School

(MS) Program for youth 6th-8th grade. Spaces are limited; weekly signups are available.

Some School-age trips planned for the summer include a Father's Day fishing trip, roller skating, Wild Island, Bizz Johnson Trail, and our Annual Family Day Eagle Lake trip. Middle school/teen trips that will take place are UC Davis and Six Flags trip, roller skating, Wild Island, kayaking on the Truckee

River, Burney Falls, an overnight camping and hiking trip to Mt. Lassen.

Annual Family Day Eagle Lake Trip.

There will be many daily activities offered as well for all ages such as swim lessons, weight lifting for teens, aerobics, weekly sports camps and much more. If you are interested in Summer Camps or a Summer Calendar of events, contact CYS, 827-4696.



Morale Welfare and Recreation proudly announces the 101 Days of summer promotion. This contest is open to authorized MWR patrons, targeted at grades K-12. Pick up game cards at Sierra Army Depot Bowling Center—valid for one free game of bowling with one paid game, every day between 29 May - 01 Sep.

Your game card will be marked when you pay for your game, to indicate that you have received your free game for that day. At the end of the promotion, game cards can be entered into a prize drawing at the local bowling center. All entries will then be forwarded by the bowling center manager for inclusion in the Grand Prize Drawing.

Only 1 entry card per child may be submitted for the prize drawings.

Complete details on this promotion can be obtained at the Bowling Center.



4-Star Recognition

Raul Granados, right, is an individual who takes great pride making sure his area of responsibility is always in the best shape it can be. Granados' hard work and complete dedication was not overlooked during a visit by Gen. Benjamin S. Griffin, AMC Commanding General last month. Griffin sent a letter to Granados thanking him for the outstanding hospitality he and his staff received and their overnight stay at the Skeddadle Inn was one that he looks forward to again. In a staff meeting, Lt. Col. Brian Butler presented Granados with the four-star letter of appreciation. Congratulations Raul on a job well done!

MWR Services

Skeddadle Inn Meeting Center

The Skeddadle Inn Meeting Center/Lounge is now open Monday through Thursday, 6:30 a.m. to 5:00 p.m., Thursdays until the last customer leaves. It is also equipped to cater large or small events.

Call the manager at 827-4360 or email: skeddadle.inn@sierra.army.mil. Business hours are Monday through Friday, 6:30 a.m. to 5:00 p.m.

Sierra Lodge/Guest House

Call the depot lodging manager, 827-4544, or email: skeddadle.inn@sierra.army.mil for information. Room rates from \$50.00 - \$60.00 per person.

Sierra Bowling Center and Snack Bar

Open Monday through Saturday, 11:00 a.m. to 8:00 p.m. Call 827-4442 for information. Check out the Lunch Specials that are advertised Monday through Thursday. Delivery available on all orders received before 10:30 a.m. Contact the Snack Bar to book your birthday packages and holiday parties early.

Physical Fitness Center

Open Monday through Thursday, 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m. Open Friday, Saturday, Sunday from 11:00 a.m. to 1:00 p.m. There is no charge for general use for military and depot personnel. For other authorized patrons, there is a \$2.00 daily charge with special monthly rates available. Regular membership is \$20.00, premier membership is \$40.00. A tanning bed is also available at a rate of \$6.00 per tan or a monthly rate of \$35.00. Use of the Racquetball Courts is only \$3.00 per hour.

Now available - Prepaid orders for custom hats, jackets, and shirts with depot logos.

ITR is available at the Physical Fitness Center. For more information call 827-4655 or email ITR@sierra.army.mil or ok.fem@sierra.army.mil.

Outdoor and Equipment Rental

Party rental items are now available along with ATVs. A safety class is no longer required to rent ATVs and Boats. However, you must take the State of California test for water craft. Now is a great time to get it done

- Warm weather is just around the corner. Books and test are available at the gym during regular business hours - THIS IS A REQUIREMENT TO RENT ANY WATER CRAFT. For information call Erika Manfull at (530)827-4655 or send an e-mail to erika.manfull@sierra.army.mil

Laundromat

Open daily, 6:00 a.m. to 10:00 p.m. in building 142. Cost for wash, \$1.25 and \$.50 cents with a longer drying cycle. Please call 827-4655 for additional information.

Recycling Center

Open Monday through Thursday, 6:30 a.m. to 5:00 p.m. Call 827-4504 or email christopher.long@sierra.army.mil to schedule a pick up or service.

Swimming Pool

Open Tuesday through Sunday, 11:00 a.m. to 7:00 p.m. Cost for a single season pass: Active Duty Military - Free; Dependents of E-1 to E-5, Civilians & Dependents GS-01 to GS-05, WG-01 to WG-02 - \$20.00; All others - \$30.00. Cost for a family pass: Dependents of E-1 to E-5,

Civilians & Dependents GS-01 to GS-05, WG-01 to WG-02 - \$60.00; All others - \$70.00.

MWR Office

The Administrative Assistant can be reached at (530) 827-4497, Monday through Thursday, 6:30 a.m. until 5:00 p.m., or send an email to bonita.weaver@sierra.army.mil. Business Office is (530) 827-4178 or (530) 827-4609.



Community Bulletin

Editor's Note: The Community Bulletin provides an avenue for depot employees to advertise van or car pools, and for-sale items. Money making items such as rentals and personal business will not be accepted.

All information to be considered must be submitted via e-mail to Lori.McDonald@sierra.army.mil, or written items delivered to the Public Affairs Office.

Submission must include a name and telephone extension. Only home phone numbers will be published in The Challenge. Ads will be published in four consecutive newspapers. It is the customer's responsibility to update or renew items listed in the Community Bulletin.

For more information, call Lori McDonald, X4343.



Alvarez says.....

Main Magazine Road or Alternate Magazine Road?

When driving northbound or southbound in the magazine, you have two choices, Main Magazine Road or Alternate Magazine Road. Unless you are working or doing business on Main Magazine Road, it is recommended that you drive on Alternate Magazine Road. Alternate Magazine Road travels parallel and west of Main Magazine Road. Main Magazine Road passes

through numerous loading docks and working areas with obstacles and employees in the roadway. Alternate Magazine Road is free from these distractions and has a higher overall speed limit.

Drive safe and watch your speed.

Sgt. Alvarez

Van Pools



Want to start your own van pool? Contact Lori McDonald at 4343 and we will arrange meetings with the current van pool owners and provide both parties a place in the Challenge to advertise available space and potential riders.

Garage Sale Items



4x4 Truck for Sale - 1997 Ford Crew Cab, seats 6, Auto-trans, equipped nicely, Great Family Recreational Vehicle, very clean reliable truck, asking \$15,000 or will consider part trade for an older Toyota 4X4. Please call evenings between 6 p.m. and 7:30 p.m. at (530) 253-3805 and ask for Russ.

1989 CORVETTE

With the warm weather here, here's your next perfect car!

1989 Chevrolet Corvette Convertible (brand new cloth top). **6 Speed 5.7L V8 Power.** Sexy Black, 105,000 mis. Looks and Runs Great.

Leather Seats, Convertible, CD Player, New Tires, Anti-Lock Brakes, Cruise Control, Power Windows, Air Locks, Passenger Airbag, Bose Speakers, Auto Transmission, All Digital Gauges

Asking \$10,000 or best offer. Call Jennifer or Randy at (530) 253-1265



UNION:

(From Page 2)

specifies the location, units, quality, and timeliness of the work.

2. After public announcement, the PWS team leader appoints a PWS team comprised of technical and functional experts.

3. The PWS team assists the PWS team leader in (a) developing the PWS including supporting workload data, performance standards, and any information relating to the activity being competed; (b) determining GFP (Government Furnished Property); (c) assisting in the CO's development of the solicitation; (d) developing a quality assurance surveillance plan and, as required, updating this plan based on the performance decision; and (e) implementing the performance decision.

Most Efficient Organization (MEO) Team

1. The Most Efficient Organization (MEO) plan is the staffing plan for the agency in-house bid. It is developed to represent the agency's most efficient and cost-effective organization. An MEO is required for a standard competition and may include a mix of government personnel and

MEO subcontracts provided by contractors or another agency.

2. After the public announcement of a standard competition, the Agency Tender Official (ATO) shall appoint an MEO team comprised of technical and functional experts. The MEO team shall comply with the Circular and assist the ATO in developing the agency tender. Individuals with expertise in management analysis, position classification, work measurement, value engineering, industrial engineering, cost analysis, procurement, and the technical aspects of the activity may also assist this team.

3. You and the members of your local are extremely knowledgeable about the "technical aspects" of the activity under competition. Therefore, this is the basis for your petition to be involved in the MEO team. In fact, the Circular says that directly affected government personnel (and their representatives such as the union) may participate on the MEO team.

4. To avoid any appearance of a conflict of interest, members of the MEO team **cannot** be members of the PWS team.

Source Selection Evaluation Board (SSEB)

1. The Source Selection Evaluation Board is a special procurement panel appointed by a Source Selection Authority (SSA) to evaluate the agency tender and any other bids responding to the solicitation.

2. The SSEB will only be used in a negotiated acquisition — i.e., anything other than a sealed bid competition. In a sealed bid competition, the lowest bid wins. Therefore, under a sealed bid there really isn't a need to evaluate any other factors. However, if there are other technical and performance factors that are going to figure in a decision of who wins the contract rather than cost only, then there will be the need for a SSEB.

3. After public announcement of a standard competition that will be a negotiated procurement, the SSA shall appoint an evaluation team.

Directly affected personnel (and their representatives) and any individual with knowledge of the agency bid (including the MEO and agency cost estimate) shall not participate in any manner on the SSEB.

Union meetings are on the first Tuesday of the month at Bldg. 58 and they begin at 5:15 p.m. Union Office phone is x5375.



Flag Day

June 14th

Procedures for requesting advanced leave

By Jolene Robles
HR Specialist

Welcome to the first CPAC Corner. Each month, we will pick a topic that seems to be a hot issue on the Sierra Army Depot. We will try and keep the information simple and to the point and if you desire more information on the subject, you can contact the CPAC.

The topic for this issue is "Advanced Leave." Information will be provided on both Advanced Annual and Sick Leave and the procedures for employees to request each.

Advanced Annual Leave, which is limited to the amount of Annual Leave an employee would accrue in the remainder of the leave year, MAY be granted by the supervisor. Employees DO NOT have an entitlement to Ad-

vanced Annual Leave. It is only granted after careful consideration by the supervisor. The supervisor can limit the amount or even deny a request for Advanced Annual Leave. Things that the supervisor should take into consideration are as follows:

- If the employee will be in a duty status long enough to repay the leave.

- The organization's work situation.

- The employee's needs and personal convenience.

Doubtful cases SHALL be disapproved. If an employee is approved for Advanced Annual Leave, the Leave must be paid back. There are a few very specific reasons why an employee

would not have to pay it back such as death or disability retirement or a disability that prevents return to duty or continued service.

Advanced Sick Leave can be advanced to employees in cases of SERIOUS disability, illness, or confinement for childbirth. It can only be advanced to permanent employees (Temporaries and Terms are ineligible for Advanced Sick Leave). A maximum of 240 hours of Sick Leave may be advanced to an employee for a medical emergency or for purposes related to the adoption of a child. A maximum of 40 hours of Sick Leave may be advanced for family care or bereavement purposes.

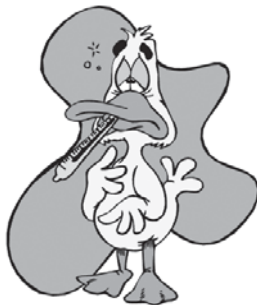
Advanced Sick Leave should NOT be granted if it appears likely that the employee will not return to duty long enough to earn the Leave. Employees separating from federal service must repay any Advanced Sick Leave unless the separation is caused by death, dis-

ability retirement, or a disability which prevents the employee from returning to duty.

To request either Advanced Annual Leave or Advanced Sick Leave, an employee fills out an OPM Form 71 (Request for Leave or Approved Absence) by completing all required boxes and submits the form to his or her supervisor. If the request is for Advanced Sick Leave, attach medical documentation from your doctor which support the reason for the Advance request. The doctor's notes should be very specific as to the condition of the employee and dates that he/she must be off work.

The supervisor will approve or disapprove the request, send it up through their chain of command for concurrence, and then forward it to the CPAC office. The CPAC office will notify the payroll office and employee of the approval or disapproval.

For more information, contact Joleen Robles at extension 4333.



New ILSC Director tours operations at Sierra Army Depot



Photos by Lynn Goddard

Sierra Army Depot was a busy place during the month of May with many distinguished visitors.

One of those visitors was Ms. Janet Bean, Director for Integrated Logistics Support Center. Bean assumed her new position in March and was traveling to the installations that are part of the ILSC.

Bean listened as Vincent Sabatino, civilian executive assistant, gave a command overview briefing. Sabatino talked about the depot's physical attributes, core competencies and future expansion.

Upon conclusion of the briefing, Bean was afforded the opportunity to

walk through several areas where operations were in progress. Bean was impressed with the welding shop where she experienced "hands on" with a sandblasting machine (pictured above).

Bean was accompanied by Larry Springer and Roger Oben as they climbed aboard the depot's locomotive and took a short ride (pictured at right).

The remaining areas on the tour were NAMI operations, generator reset, trailer reset, Amedee Airfield, and long term vehicle storage.

Prior to departing, Bean thanked everyone for their wonderful support they give not only to ILSC, but the Soldier in the field.

